

# Facilities Maintenance

Department: Maintenance  
Reports to: Maintenance Supervisor  
Type: Non-Exempt



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## Essential Job Functions

- Perform routine maintenance tasks such as plumbing and facilities repairs
- Inspect and troubleshoot equipment and systems to identify and correct malfunctions
- Maintain records of maintenance activities
- Follow safety procedures when performing maintenance tasks
- Perform preventative maintenance tasks on equipment and systems
- Maintain a clean and organized work area
- Use maintenance equipment and tools on a daily basis
- Assist the maintenance department in other areas as needed which includes but is not limited to, cleaning, painting, groundskeeping, and more

## Education and Experience

- Valid Driver's License required
- Minimum 1 year of experience in a similar environment

## Working Conditions

Working Conditions	Details
Hours of work	Full-Time, 40 hours per week, Monday - Friday, 8:00am - 4:30pm
Overtime expectations	Overtime is sometimes required as per the business need as well as seasonally. Overtime is paid at a rate equal to 1.5x the regular hourly rate.
Work environment	This position is expected to perform in numerous environments including, but not limited to, apartment units, maintenance shops, and the outdoors.
Travel requirements	No travel is required for this position with the exception of while on-call. If this changes, mileage will be reimbursed for travel.
On-call responsibilities	This position is required to be on-call at least 5 times per year for one week at a time.
Special conditions or requirements	Snow removal is a required function of this position. This includes, but is not limited to, removing snow with shovels, snow-blowers, snow-plows, etc., salting and sanding walkways and parking lots. It is required that this position report to work as needed before, during, and after winter weather occurs.